

June 10, 2005

MEMORANDUM

TO: Chief Financial Officers & Human Resources Directors
All State Agencies

FROM: Michael J. Moody, Director
Office of Financial Management

SUBJECT: Mandatory Electronic Funds Transfer for Non-Classified State
Employees - Clarification

As you may recall, we previously issued a memo, dated May 2, 2005, regarding mandatory electronic funds transfer (EFT) for non-classified state employees.

It has come to our attention, that the May 2 memo incorrectly stated that non-payroll EFT payments must be made using the employee's 001 mail code. In fact, employee reimbursements are generally made using mail code 000, although they can be processed using any active mail code, provided that the payment distribution type is DA, DD, D2, or D3.

The May 2 memo has also generated questions from some agencies regarding the process non-classified employees should use to sign up for EFT for expense reimbursements and other non-payroll payments. To address those questions, we are providing the following instructions for affected employees:

1. Register on the State Vendor File by logging into the Contract & Payment Express (C&PE) website at www.cpexpress.state.mi.us.
 2. Follow the on-line instructions to complete the first portion of the registration process. A password will then be mailed to the registrant.
 3. Return to the C&PE website, enter the User ID and the password received. The user will then be asked to create a new password.
 4. Click on the "Sign Up for Electronic Funds Transfer (Direct Deposit)" link and enter the requested information, including bank routing and account numbers.
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5. After the registrant returns the “Electronic Funds Transfer (Direct Deposit) Authorization for Vendor Payments” form, as directed on the website, and the OFM Help Desk validates the account information with the bank, the process is complete.

More detailed instructions are available on the OFM website (www.michigan.gov/ofm) within “Vendor Information”, then “[Employee Registration on the Vendor File](#)”.

Registrants may also receive assistance by viewing the frequently asked questions (FAQs) on the C&PE website or by contacting the OFM Help Desk at (517) 373-4111 or 1-888-734-9749.

If you have questions regarding this memo, please contact Jane Paxton, Manager, OFM Help Desk, at (517) 241-7727.

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